



## TIMBER MESA FIRE AND MEDICAL DISTRICT

The regular session of the Timber Mesa Fire and Medical District was convened on October 23, 2023, at approximately 3:00 pm at the Timber Mesa Fire and Medical District Administration Building, located at 3561 East Deuce of Clubs, Show Low, AZ 85901.

### BOARD MEETING

#### 1. CALL TO ORDER

Chair Lynn Browne-Wagner called the meeting to order at approximately 3:00 pm.

#### 2. PLEDGE OF ALLEGIANCE

#### 3. ROLL CALL OF BOARD MEMBERS

Chair Lynn Browne-Wagner, Clerk Jamie Adams, Member Amy Kay, Member Jim Molesa, and Member Paul Wyatt.

#### 4. APPROVAL OF MINUTES

##### a. Regular Session of September 25, 2023

Member Paul Wyatt moved to approve the Regular Session minutes from September 25, 2023, as written, and Member Jamie Adams seconded the motion. The vote was unanimously approved, and the motion carried.

#### 5. CALL TO THE PUBLIC

None

#### 6. EMPLOYEE RECOGNITION

- a. Retirement of Captain Lars Moore
- b. New hire Mark Duncan in Support Services

#### 7. REPORTS AND CORFAA RESPONDENCE

- A. Fire Board Report – none.
- B. Fire Chief's Report – Report included in the packet. CON was renewed for 3 years. Promoted Ty Bailey to Captain. Engineer process completed with Robbie Brimhall and James Morin promoted. Gave timeframe on Strategic plan. Continue to work on the Porter Mountain area and Silver Lake Estates annexation project. Numbers are low. Reviewed the land exchange map with the Forest Service and

City of Show Low. Discussion on date for annexation closing and future discussions for possible fees to respond to these areas.

- C. Administrative Services Report – Report included in the packet. Chief Cluff referred the board members to the grant received from the 100 Club. Discussion and explanation on health insurance quote. Currently enrolled in Teladoc to help with costs. Part of the quote included a prescription program.
- D. Operations, Medical Services, and Training and Report – Report included in the packet. Chief Loney referred the board to page 4 regarding year to date trend on IFTs. Explanation on NET-nonemergency transports.
- E. Prevention Report – Report included in the packet. Chief Livermore said the final inspection of the Marriott Hotel has been completed. FM Chad Berlin from Pinetop Fire District helped on the inspection.
- F. Logistic, Support Services and Fleet Maintenance report – Report included in the packet. Referred the Board to the information in the report on AFFF foam. Instructed crews not to train with the foam. Happy to have the support services position filled. The sign in front of Admin has been completed.

## 8. ANNOUNCEMENTS and CORRESPONDENCE

Two thank you letters received

## 9. BUSINESS

### A. Discussion and Possible Action: September 2023 Financial Reports

Gabe Buldra, Principal for James Vincent Group, presented the monthly financials for September 2023. The key points that were reviewed include the Revenue, Expenses and the Year-to-date Revenue and Expenses and Total Cash amount. The following were included in the board packet for review: Balance sheet as of September 30, 2023, Summary of Reconciled Cash Balances as of September 30, 2023, Income Statement of Revenues and Expenditures of General Fund for September 2023, including budget to actual and year-to-date balances, Breakdown of Ambulance Revenue YTD, Fixed Asset Additions and Disposals Schedule FY23/24, Income vs. Expenses graph for September 2023, Monthly Disbursement report, and 12-month cash flow. Revenue for the month of September is \$1,940,773, which is \$22 over budget. Navajo County revenue for the month is \$1,084,205 which is over budget by \$404,976. Non-levy revenue is \$856,568 which is under budget by \$404,954. Ambulance revenue is over budget by \$51,854. Miscellaneous revenue is under budget by \$499,938 driven ARPA funding-received in September and accrued in FY23. Expenses for September total \$1,413,547, which is over budget by \$43,961. Personal costs are over budget by \$106,679 driven by overtime wages. Vehicles and Equipment are under budget by \$29,062 driven by less vehicle repairs. Meetings and Training are under budget by \$14,891 driven by lower training costs. Fiscal Year revenue is \$3,331,215 which is \$183,335 over budget. Navajo County revenue is \$410,476 over budget. Ambulance revenue is \$158,402 over budget. Miscellaneous revenue is under budget by \$523,286. Grant revenue is \$103,436 over budget. YTD expense is \$4,274,232 which is \$54,035 under budget. Total Cash for September is \$3,252,128 which is \$443,501 higher compared to September 2022.

Member Jamie Adams moved that we approve the financial reports for the month of September 2023 as presented, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion carried.

### B. Discussion and Possible Action: Request for Qualifications (RFQ) for a Construction Manager at Risk (CMAR) for the selection of a general contractor to manage preconstruction and construction services for the Station 13 roof project and Station 15 remodel

The floor was turned over the Chief Wood. He introduced Project Manager John Price from WSM. Mr. Price gave his work history with WSM and fire station projects that he has worked on and is currently

working on. He explained what a Construction Manager at Risk (CMAR) is and the RFQ process to get the best contractor for the construction projects. Mr. Price reviewed the proposed letter that will be used during the RFQ process and the tentative milestone dates for Station 13's roof project and Station 15's remodel. The quotes would include preconstruction services as well as general construction of both projects. Member Paul Wyatt asked if this was a competitive bid process with Mr. Price answering yes. Chief Wood explained that local subcontractors are preferred. Member Paul Wyatt asked if the District had to select the lowest bidder with the answer being not necessarily due to wanting the best contractor for the projects.

Member Paul Wyatt moved that we approve staff and WSM to proceed with developing an RFQ for a CMAR service and selection of a general contractor to manage Station 13 and 15 preconstruction and construction services, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion carried.

**C. Discussion and Possible Action: Purchase of two type two ambulances from Medix and associated equipment**

The floor was turned over to Chief Wood. During the budget process the Board approved \$537,312 of capital funding for the purchase of ambulances and equipment of which staff is proposing that \$337,323.88 be used to purchase two Type II ambulances. An operational IFT replacement plan was developed to use Type II ambulances for inter-facility transports. Staff found two Medix Republic EVS Type II transport ambulances with one ready for immediate delivery and the second one available in January 2024. Discussion ensued regarding the Type II ambulance currently owned by the District. Member Jamie Adams said the ambulances generate revenue and asked if there were grants that were being utilized with Chief Chevalier saying that the District has already received two ambulances from grants and will continue to pursue grant opportunity.

Member Paul Wyatt moved that we approve the \$337,323.88 for the purchase of two Medix Type II Ford Transit Ambulances and equipment, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion carried.

**D. Discussion and Possible Action: Refurbish/Re-Chassis the 2009 Ford F350, Type I Ambulance**

The floor was turned over to Chief Wood. During the 2023/2024 budget process, the Board approved \$537,312 of capital funding for the purchase of ambulances and equipment. Of that budget amount, staff is proposing \$201,283.16 be used to re-chassis the 2009 Ford F350 Type I ambulance. This unit has served us well but is currently out of service. He referred the Board to the three quotes in the packet with the recommendation to approve the Medix Republic EVS ambulance. Chief Chevalier said with the re-chassis, the District would save roughly \$40,000. The District currently has 8 Type 1 ambulances in our fleet.

Member Paul Wyatt moved that we approve the \$201,283.16 for the purchase of the Type I, Ford F350 4X4 Ambulance refurb/re-chassis, and Member Jamie Adams seconded the motion. The vote was unanimously approved, and the motion carried.

**E. Discussion and Possible Action: Purchase Station Exhaust Capture Systems that TMFMD was awarded through the 2022 Assistance to Firefighters Grant (AAFG) cycle**

The floor was turned over to Chief Wood. In June 2023, the District received a grant to purchase exhaust capture systems for Stations 13, 14, 15 and 19. He explained how the systems are used. With these systems, this is a step in protecting the health and safety of the firefighters. He referred the Board to the quotes received through the Request for Proposal (RFP) from the vendors with the

recommendation to approve the MagneGrip quote. Chief Chevalier said that with grant funds there is a 10% match and it has already been budgeted.

Member Paul Wyatt moved that we approve the amount of \$204,894.49 for the purchase of the MagneGrip Exhaust Capture System, and Member Jamie Adams seconded the motion. The vote was unanimously approved, and the motion carried.

**F. Discussion and Possible Action: Purchase Fire Prevention and Safety Grant LED sign that TMFMD has been awarded through the 2021 Assistance to Firefighters Grant (AFG) cycle**

The floor was turned over to Chief Wood. In the April 2023 board meeting, the Board was made aware of an AFG grant received in the amount of \$33,707.89 plus a 5% matching fund of \$1,605.14. The grant was written by the Prevention Division for an LED sign to be used for public safety announcements and events throughout the District. With the infrastructure already in place, the sign is scheduled to be placed at Station 13. Chief Wood referred the Board to the quotes received through the Request for Proposal (RFP) process with the recommendation to approve the Allegra quote.

Member Jamie Adams moved that we approve the amount of \$33,707.89 for the purchase of Fire Prevention and Safety LED sign proposed by Allegra, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion carried.

**G. Discussion and Possible Action: Regular Board Meeting Date Change for November and December**

With the upcoming holidays and to avoid any potential conflicts with plans, staff recommended that the November and December regular board meeting be changed to November 20<sup>th</sup> and December 18<sup>th</sup>. Member Jamie Adams declared an absence for the November meeting.

Chair Lynn Browne-Wagner moved that the regular board meeting date in November be changed to November 20<sup>th</sup>, 2023, and the regular board meeting in December be changed to December 18<sup>th</sup>, 2023, and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion carried.

**H. Discussion and Possible Action: Mirabelli Settlement Agreement. The Board may vote to go into Executive Session pursuant to A.R.S. §38-431.03(A)(3) and A.R.S. §38-431.03(A)(4) for legal advice and to give instructions to legal counsel relating to the same**

Legal counsel said if the Board had any questions or to give instructions then they would need a motion to enter into executive session.

Chair Lynn Browne-Wagner moved that we enter into executive session pursuant to A.R.S. §38-431.03(A)(3) and A.R.S. §38-431.03(A)(4) for legal advice and to give instructions to legal counsel relating to the same, and Member Amy Kay seconded the motion. The vote was unanimously approved, and the motion carried.

Thereafter, the Board entered into Executive Session at approximately 4:16 pm.

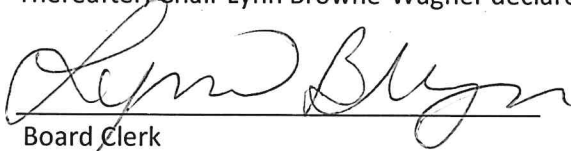
Thereafter, the Board reconvened the regular board meeting at approximately 4:25 pm.

Chair Lynn Browne-Wagner motioned that we approve the Mirabelli settlement agreement as presented by legal counsel and authorize the fire chief to follow through on the execution of said agreement and Member Jim Molesa seconded the motion. The vote was unanimously approved, and the motion carried.

**10. NEW AGENDA ITEMS**

**11. ADJOURNMENT**

Thereafter, Chair Lynn Browne-Wagner declared the public session adjourned at approximately 4:26 pm.

  
Board Clerk

11-20-23  
Date